Project Management   *State of Kansas*

The participant will learn the basic concepts of using Microsoft (MS) Project. The participant will then plan and track projects using MS Project.

Microsoft Project - Beginning

COURSE DESCRIPTION
Introduction to Microsoft Project is for participants to learn how to use Microsoft Project. Students will enter a project plan into MS Project to create a WBS and Gantt chart and understand how these tools aid in planning and managing a project.

OBJECTIVES

➢ Introduce the participant to the mechanics of Microsoft Project

➢ Create a Project Plan
- Set up a project
- Enter a task list
- Schedule tasks
- Assign resources
- Enter costs
- View the schedule using the Gantt Chart view

➢ Track and Manage the Plan
- Track the schedule
- Track the work

Microsoft Project - Advanced

COURSE DESCRIPTION
Coursework will provide project managers with the flexibility to collaboratively plan and track projects. Using MS Project, information can be shared with a broader audience in less time. Features within MS Project allow workgroup access to projects and project files. This allows for overall improvements of productivity within an organization.

OBJECTIVES
➢ Understand how to use MS Project to build and track a project plan
➢ Set up and create a project schedule and budget estimate using the Work Breakdown Structure, resource assignments, and resource leveling
➢ Set up and create a baselined project plan for saving and viewing information statistics
➢ Enter data for completed single/multiple tasks that started and finished on schedule and track tasks that are completed late
➢ Identify the critical path and slack time of a project
➢ Assign resources to single/multiple tasks and create new calendars for tasks, assign costs to resources and analyze resource allocations
➢ Share project information with other applications
➢ Resolve resource and time conflicts as well as level resources
➢ Perform variance analysis in MS Project
➢ Work with views, prepare reports, and set interim plans
➢ Work with MS Project in making adjustments to projects and handling multiple projects

MS Project Workshop

COURSE DESCRIPTION
The MS Project Workshop is for participants to bring in their project plans developed in MS Project. Consulting will be provided to participants with questions or problems about their project plan. Participants will interactively discuss examples of project plans, tips on auditing project plans, and how to work with a vendor developed project plan.

OBJECTIVES
➢ Discuss examples of project plans
➢ Consulting provided to participants regarding their project plans
➢ Troubleshoot project plans
➢ Discussion of auditing project plans
➢ How to review and work with a vendor's project plan

TARGET AUDIENCE
The primary audience for this class is active Project Managers.

Class Dates/Cost/Location

CLASS DATES	COST	TIME	LOCATION
May 16-17, 2007	$290 per participant*	8:30 a.m.-4:30 p.m.	Headquarters Bldg.-Basement
May 18, 2007	$145*		2800 Topeka Blvd.
			Topeka, KS 66612
			Attn: Thomas VanDersluis
			Distance Learning Coordinator Manager

2.5% administrative fee included

Course Registration

➢ The registration form can be found at: http://da.ks.gov/kito. The form can be filled in online and emailed to KTIO@da.state.ks.us.

Cancellation Policy
▪ Cancellations up to thirty (30) days prior to the class date – 100% refund
▪ Cancellations less than (30) days – no refund

PM Information can be found at: http://da.ks.gov/kito